

Equipment Assistant

Part Time Role – 15hrs

Festival Hire has an opportunity for a friendly, creative person with first class customer service to join our team. We are looking for a multitasker extraordinaire who can handle a fast-paced environment, someone that is methodical, confident, trustworthy and that can work under their own initiative to get a job done.

This position is a part time role as the Equipment Assistant. Coordinating the catering/cleaning area you will be assisting with all processes, including cleaning of our hire stock, while supporting the showroom team when needed. This will mean you could be polishing glasses one minute and creating vibrant balloon designs or assisting a client with their hire the next. The successful applicant will be playing a vital key team role in a fast paced, action-packed and fun industry.

- SKILLS and EXPERIENCE -

The ideal candidate must have the following attributes:

- Work under pressure, follow instructions, use their initiative and have self-drive to work independently.
- Have a methodical work style. Being thorough and efficient is vital.
- Attention to detail is a must. We take great pride in all of our equipment looking great and kept in very clean conditions.
- Excellent customer service skills are important as you will be dealing with orders and clients in the showroom and on the phone.

The ideal candidate must have the ability to work under pressure, follow instructions, display the ability to use their initiative and enjoy the opportunity to get creative. If you are described as having a high level of attention to detail or a tad OCD, then this role would suit you well.

- DUTIES and RESPONSIBILITIES-

- Cleaning and processing of equipment
- Keeping the storage and cleaning area tidy and safe of obstacles at all times
- Accurately processing the returns and cleaning of equipment
- Keep accurate records of returned equipment
- Recording damages or repairs
- Assisting with clients returning equipment
- Serving customers with retail stock inc Helium balloons & taking orders
- Getting orders ready for distribution or collection
- Answering phone enquiries when needed
- Stock checks & record keeping when needed
- Assisting other team members when appropriate for the benefit of the company
- Follow all company policies and procedures at all times



The right candidate has the opportunity to progress and grow within the business. Competitive remuneration and staff discounts offered.

If you have any questions, please do not hesitate to speak with Shelley on 0272452200 or email shelley@festivalhire.co.nz

- ABOUT FESTIVAL HIRE -

Festival Hire is a family owned and operated business specialising in the Event and Marquee industry based in Masterton. We take great pride in our work to ensure all clients receive a high level of customer service and our equipment is always in excellent condition. Winners in the Hire Industry of NZ awards 2022 & 2023.